

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF ARKANSAS**

**Vacancy Announcement**

**POSITION:** Chief Probation & Pretrial Services Officer

**LOCATION:** Fort Smith, Arkansas

**SALARY RANGE:** JSP 14 to JSP 16  
\$76,271 to \$132,106

**DEADLINE:** October 11, 2002

**START DATE:** January 6, 2003

The United States District Court for the Western District of Arkansas is accepting applications for the position of Chief United States Probation & Pretrial Services Officer.

The Chief U. S. Probation Officer administers and manages the Federal probation and pretrial services for the Western District of Arkansas serving thirty-four counties with three district judges and two magistrate judges. This position is headquartered in Fort Smith with divisional offices in Fayetteville, Hot Springs and El Dorado, Arkansas.

Prior to appointment, applicants considered for this position will undergo a full FBI background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

**Representative Duties:**

Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions and parole authorities to include effective case supervision of probationers, supervised releases and parolees.

Reviews, analyzes and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services, promulgates policies, procedures, and guidelines necessary to meet these requirements.

Selects and recommends probation officer candidates to the court; appoints all non-officer personnel; makes specific recommendations to the court in all personnel matters including promotions, salary increases, disciplinary actions and dismissals.

Manages staff including clerical, professional, supervisory and administrative personnel; ensures qualitative and quantitative work performance measures of all staff.

Responsible for budget management including personnel, space allocations, travel and requisitions; maintains appropriate fiscal controls.

Establishes and administers continuing in-service training programs to produce consistent staff development.

Maintains liaison with judges, other probation and pretrial offices, other court units and establishes relationships with all components of criminal justice system including federal, state and local agencies.

Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale. Develops public relations program.

### **Qualifications:**

Applicants must possess substantial organizational, administrative, and leadership skills. Preference will be given to candidates with management training and a demonstrated record of effective management of organizations of comparable size.

To qualify for a position of chief probation officer JSP-14, 15 or 16, a person must have a bachelors degree from an accredited college or university and possess three years of specialized experience one of which must have been at the next lower grade level or its equivalent. Three years of specialized experience is mandatory and no substitutions are permissible. Specialized experience in investigation, supervision, counseling and guidance of offenders in community correction or pretrial program is required. Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the specialized experience requirement. Specialized experience must be earned after award of bachelors degree.

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade. If a person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level. Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization; typically including financial management space and facilities management oversight of information technology and human resource functions, long and short range planning.

**Application Process:**

Candidates must submit a resume, marked confidential, and letter of application which addresses their particular skills and experience, by the close of business on October 11, 2002 to:

Christopher R. Johnson, Clerk of Court  
United States District Court  
P. O. Box 1547  
Fort Smith, Arkansas 72902

The court is not authorized to reimburse candidates for travel in connection with an interview or pay relocation expenses.

United States District Court is an Equal Opportunity Employer.